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Civil Air Patrol

CADET CHAIN OF COMMAND

This manual interfaces with CAPM 20-1, *Civil Air Patrol*, and states the structure and duties of cadet staff members at Central Iowa Composite Squadron.

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Attachments:

1. Cadet Chain of Command
2. CICSF 315-Cadet Staff Application

Chapter 1

Introduction

1-1. General:

- a. The following document contains information concerning the positions available to cadets at Central Iowa Composite Squadron and the responsibilities of each position. (See attachment 1.)
- b. This information should be available to all cadets interested to allow for a better understanding of cadet squadron positions.

1-2. Definition of Chain of Command:

- a. The chain of command is the order of authority within a unit. It consists of one's superiors as well as their subordinates. The chain of command extends from the newest recruit up throughout the National CAP commander.

1-3. Purpose of Chain of command:

- a. The chain of command provides an organized structure in which the unit can more easily function.
- b. It allows problems to be solved at the lowest possible level, to allow for higher-level staff to focus on more demanding and far reaching problems.
- c. It allows for definite direction in areas of span of control so that everyone understands where they fit in to the structure. This minimizes power struggles over who should be responsible for certain areas.

1-4. Rank and Grade:

- a. Although these two are often used interchangeably, this is not correct. This is an important distinction to be made, especially in matters of customs and courtesies.
- b. Rank is a term that refers to the position that an individual is currently occupying.
- c. Grade refers to the insignia on an individual's collar. It is grade that is referred to when one is being promoted (i.e. from staff sergeant to staff technical sergeant.)
- d. If known, it is rank, and not grade that should be taken into account when dealing in matters of customs and courtesies. If ranks are not known or are otherwise not applicable grade is the distinguishing factor.

1-5. Choosing Staff:

- a. When a staff position becomes vacant, whether because the previous staff member has left, or because the squadron size now warrants a previously unoccupied staff position, the opportunity will be available for all qualified cadets to apply for the positions.
- b. The process for the selection of any given position is the use of CICSF 315 (see attachment 2) for application. A review board will convene for each position open, to examine applicants files and interview them.
- c. The final decision is left up to executive staff and any other staff member that either works closely with the vacant position or is the immediate superior of that position. Any individuals applying for the position will not be allowed to take place in the decision making process.

1-6 Change of Command:

- a. Prior to the change of command, the senior staff will choose the new cadet commander.
- b. The new Cadet Commander, after having been chosen, will then accept the applications for the rest of the cadet staff. Having received these applications the cadet commander, under the direction of the senior staff, will choose the remainder of his/her staff executive staff. Then with guidance from the new executive staff will proceed to choose the remainder of the staff.

- c. The Cadet Commander has the option of keeping previous staff personnel, in which case, the new Cadet Commander needs to fill out a CICSF 315.
- d. The Cadet Commander will create a personal authorization for all cadets assigned to a staff position, at the beginning of each year, assigning them to their position.

Chapter 2

Executive Staff

2-1. Function of Command Staff:

- a. Command Staff is the highest echelon of unit level command staff.
- b. Overall it is command staff that is responsible for the complete supervision of the cadet aspects of any and all unit activities.
- c. Command Staff includes the Cadet Commander, Deputy Cadet Commander.
- d. Command Staff is the link between cadets and senior staff.

2-2. Cadet Commander (C/CC):

- a. Before command of this position is held, an individual will have held at least one other staff position, preferably on executive staff.
- b. Position must be occupied at all times.
- c. Ultimately responsible for all cadets in the unit.
- d. Act as representative of cadets in the unit.
- e. Directly responsible for Deputy Cadet Commander.
- f. Responsible for proper uniform wear, military bearing, and proper discipline of command staff.
- g. Responsible for counseling of executive staff.
- h. Responsible for direction of executive staff on formation procedures.
- i. Will assist in review boards.
- j. Responsible for organizing regular staff meetings.
- k. Responsible for direction and counseling of Support Staff.
- l. Responsible for assuming any tasks that cannot be performed by the Support Staff.
- m. Responsible for creating and coordinating the cadet meeting schedule with the senior and cadet staff.
- n. Responsible for any other jobs the Squadron Commander tasks him/her with.

2-3. Deputy Cadet Commander (C/DCC):

- a. Before command of this position is held, an individual will have held at least one other staff position, preferably on executive staff.
- b. Position highly recommended, if it were necessary to leave vacant, the C/CC would assume all essential tasks.
- c. Assumes C/CC's responsibility in the event of his/her absence.
- d. Acts as representative of the flight(s) needs to the cadet commander.
- e. Responsible for coordination of flight sergeant and flight commander.
- f. Responsible for communication between the Flight Staff, Support Staff, and Executive Staff.
- g. Responsible for proper uniform wear, military bearing, and proper discipline of Flight Staff.
- h. Responsible for counseling of Flight Staff
- i. Responsible for direction of Flight Staff and proper formation procedures.

2-4. First Sergeant (C/CCF):

- a. Must have served on staff as at least flight sergeant.

- b. Position will be held if there are multiple flights, optional if there is only one flight.
- c. Acts as the link between the Flight Commander and Cadet Deputy Commander.
- d. Coordinates training of Flight Sergeants and Element Leaders.
- e. Responsible for PT sessions.
- f. Responsible for setting highest standard of uniform wear and military bearing.
- g. Responsible for compiling a list of who will and will not attend each meeting and giving this list to the Cadet Commander.
- h. Responsible for coordination of drill training.

Chapter 3

Support Staff

3-1. Function of Support Staff:

- a. Support Staff is under the direction of the Cadet Commander.
- b. Support Staff is responsible for all the paperwork, scheduling, and other “behind the scenes” work that makes a squadron run smoothly.
- c. Because of problems relating to squadron size, it is often necessary to leave many of these positions vacant.
- d. Support Staff is the Administrative Officer, Public Affairs Officer, and Logistics Officer.

3-2. Administrative Officer (DA):

- a. Previous staff experience not necessary.
- b. Position held if squadron size permits.
- c. Having a working knowledge of all CAP forms.
- d. Maintain library of squadron regulations, policies, and documents.
- e. Maintain a record of all squadron correspondences, and reports within and outside of CAP.
- f. Responsible for finding out what forms are needed and getting them to the cadets by the end of the meeting.
- g. Responsible for collecting all forms needing Flight Commanders signature and returning them to the Squadron Commander before closing of the meeting.
- h. Responsible for readying forms needed for activities to be announced during closing and handing them out to all interested cadets.
- i. Responsible for transcribing lists of individuals interested in upcoming events.
- j. Responsible for posting of squadron information including upcoming schedules.

3-3. Public Affairs Officer (PA):

- a. Previous staff experience not necessary.
- b. Position is recommended unless size prohibits.
- c. Responsible for publishing a monthly squadron newsletter.
- d. Responsible for taking pictures at squadron events.
- e. Prepares releases for local news media.
- f. Responsible for submitting news and photo releases to Civil Air Patrol news.
- g. Responsible for distribution of squadron newsletter.
- h. Responsible for getting guest speakers for squadron meetings.
- i. Responsible for tracking cadets qualified to speak at local functions on behalf of CAP.
- j. Responsible for getting information of CAP into the community.
- k. Responsible for getting information packets out to local superintendents, principals, and guidance counselors.

3-4. Logistics Officer (LG):

- a. Previous staff experience not necessary.
- b. Position recommended unless squadron size prohibits.
- c. Responsible for collecting dues from each cadet in a timely fashion.
- d. Responsible for working with the senior staff to get all cadets needed uniform attachments in a timely fashion.
- e. Responsible for obtaining supplies necessary for classes.
- f. Assist senior staff in issuing of uniforms to new cadets.
- g. Responsible for maintaining resources and library.

Chapter 4

Flight Staff

4-1. Function of Flight Staff:

- a. Flight Staff is under the direction of the First Sergeant, if the squadron prohibits a First Sergeant, then the Flight Staff is under the direction of the next highest staff member of the Executive Staff.
- c. Flight Staff carries the primary responsibility of training the cadets in flight, and seeing to their advancement through the program.
- d. Flight Staff is the link between the cadets and the Executive Staff.

4-2. Flight Commander (Flt. CC):

- a. Must have served on staff as at least flight sergeant.
- b. Position must be held, there will be at least one Flt. CC per flight.
- c. Takes an active interest in each of the cadets in their flight.
- d. Ensures that their flight members wear the uniform properly, practice military courtesy, and act in a disciplined way.
- e. Responsible for training their flight members in basic and advanced drill.
- f. Responsible for their flight during formations, ceremonies, drill sessions, and flight time.
- g. Responsible for counseling cadets in their flight.
- h. Arbitrate and mediate disputes between cadets.
- i. Responsible for time management of drill and flight time.
- j. Acts as the spokesperson for their flight.
- k. Advise superiors on disciplinary problems not correctable at flight level.
- l. Evaluate the general performance of cadets in their flight on a weekly basis and at times of perspective promotions.

4-3. Flight Sergeant (Flt. Sgt.):

- a. Previous staff experience not necessary.
- b. Must be a minimum of C/SSgt.
- c. Position must be held, there will be at least one Flt. Sgt. per flight.
- d. Responsible for temporarily assuming Flt. CC position when he/she is not available.
- e. Supervises Element Leaders.
- f. Assists Flight Commander in drilling the flight.
- g. Assists Flt. CC in any activities relating to the flight.
- h. Acts as link between cadets and cadet staff
- i. Responsible for contacting cadets weekly to establish a speculative attendance roster for the next week and reporting this to the First Sergeant.

4-4. Element Leaders (Elm. Ldr):

- a. No previous experience necessary.
- b. Position will be held for each element within each flight.
- c. Responsible for assisting the training of members in their flight.
- d. Responsible for contacting their element each week to establish estimated attendance for each meeting and reporting this information to their flight sergeant.
- e. Responsible for knowing where the members of their element are when they are present and when they are absent from unit activities.
- f. Responsible for reporting information between flight staff and cadets.

4-5. Guidon Bearer:

- a. No previous experience necessary.
- b. If there are multiple flights, and guidons are available, it is recommended that each flight have a guidon bearer.
- c. The flight commander will choose the guidon bearer at a time, and in a manner to his/her choosing.
- d. The position of guidon bearer is exempt of the normal regulations providing for a one-year term. It is recommended that the position (if available) be rotated on a more frequent basis.
- e. The guidon bearer is responsible for their flight's guidon at all squadron meetings.
- f. Responsible for knowing all commands for the proper use of the guidon at all times.
- g. Responsible for teaching the other members the correct use of the guidon.

Chapter 5

Supplemental Positions

5-1. General:

- a. These positions are not within the normal chain of command. However, they can be a very important part of the squadron.
- b. These supplemental positions do not always follow the traditional guidelines concerning duration and selection.

5-2. Cadet Advisory Council (CAC) Primary Representative:

- a. Previous staff experience is preferable.
- b. Position must be held at all times.
- c. It is possible for an individual to occupy this position as well as another position within the chain of command. (i.e. a cadet can be flight commander and on the CAC)
- d. Responsible for attending wing CAC meetings.
- e. Responsible for representing the squadron at wing CAC meetings.
- f. Responsible for reporting all information discussed at CAC meeting with the Cadet Commander in a timely fashion.

5-3. Cadet Advisory Council Alternate Representative:

- a. Previous staff experience not necessary.
- b. Must be held at all times.
- c. Position does not need to follow normal one-year rotation of position. Individual terms may be more or less to allow more cadets to attend the CAC.
- d. Responsible for attending all wing CAC meetings.
- e. Responsible for speaking on behalf of the CAC representative on occasions when he/she cannot attend meetings. When this occurs, the alternate may choose a cadet to come along to take the alternates position.